Technology STUDY Request (TSR) Template

A Cover Page

Project Title	Submittal Date

Department Name	

Subgroup Name	

Project Summary	

Contacts

Name/Title	Phone & Fax	E-mail

B   Table of Contents

C Business Program

C.1 Business Program Background

C.2 Business Program Objectives & Goals

C.3 Business Program Issues & Opportunities

C.4 Business Program Mandates and Requirements

C.5 Business Program Partners & Customers

D Existing Situation – "As Is" Environment

E Proposed Changes – "To Be" Environment

F Technology Study Request Synopsis

IT Study	
☐ Business Process Evaluation	☐ Infrastructure Study (Communications, Hardware)
☐ Functional Requirements Definition	☐ Security Evaluation
☐ Alternatives Analysis	☐ Other _____

F.1 Other Related Projects

G   High Level Project Organization, Management & Schedule

H   Cost

H.1   Project Cost

H.1.1   Table 1 - Project FTE

H.1.2   Table 2 - Project Costs

H.2   Funding Sources

H.2.1   Table 3 – Funding Sources

I   Approval

I.1   Management Review

	Yes	No
Is this initiative mandated? If so, supporting information should be included.	☐	☐
Is this initiative referenced in your agency's biennial strategic plan and goals?	☐	☐
Is this initiative consistent with the agency's and State's policies, standards and guidelines?	☐	☐
Is the project in compliance with federal policy regarding the Americans with Disabilities Act?	☐	☐

I.2 Approvals

Responsibility	Approval Signature and Title	Date
Project Sponsor:		
Agency Administrator:		
Department Director:		
DoIT Director:		
Comments:		

Appendix 1 – Supporting Cost Detail